

**Personnel Board Meeting**  
Wednesday, August 17, 2016, 9:00am  
First Floor Meeting Room, Town Hall

**Agenda**

- Agenda Review/Additions (Butterfield)

**Old Business:**

- Review and approve minutes of April 2016 and May 2016 meetings
- Draft organizational plan and timeline for revisions to Personnel Procedures Manual

**New Business:**

- Request for new position classification- IT Applications Manager; Applications Analyst (Sonia Aldrich/Sean Hannon)
  - Applications Manager position NEW replaces GIS Administrator at different level
  - Applications Analyst position NEW
- Recruiting Update (Radway)
- New hires and exits report. (Radway)
- Part time sick & personal leave benefit use report (Radway)
- Schedule of upcoming meetings (Butterfield)

**Other Business:** Any other topics the Chair did not reasonably anticipate 48 hours before the meeting